

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	IT Recruitment Project Advisor	Current Grade:	B001
Department:	Resourcing / Technology	Area:	FHQ
Reports To:	Resourcing Manager	No of Posts:	1
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To provide HR/Recruitment advisory support to specialist project teams, in relation to end to end resource process and planning.

Making suggestions for areas of business improvement across resource plans, where necessary setting up and providing project management support on all HR/Recruitment elements of the project.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Non direct.

Staff Responsibilities – Direct or Non-Direct

Non direct -

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Develop and lead on the recruitment project plans and monitoring performance against SLA'S and programme timelines

Implement and maintain central responsibility of all HR/Resource projects of the programme to include internal skills analysis, tracking dependencies and assessing resource impacts.

Ensure all HR/Resource projects are set up using appropriate BTP processes and best practice, where necessary undertaking project audits to ensure deliverables will be met and risks mitigated.

Provide resourcing advice and delivery to the programme lead / HR manager and other members of the HR department on resourcing / design matters, ensuring approaches are consistent with BTP standards / SOP's.

As directed by the Programme Lead/HR Manager, work collaboratively with the Resource and Workforce Planning Team to develop and deliver operationally aligned and intelligence based workforce plans that meet the needsof the programme.

Provide most effective approach through advice and guidance on recruitment best practice including attraction strategies, assessment processes, search and selection, market activity and external suppliers.

Manage customer and colleague relationships (internally and externally) so as to maximize the effectiveness of programme BTP & BTP HR/Recruitment, ensuring the good reputation of both.

Ensure all recruitment administration is conducted and compiled in an appropriate and timely manner.

Support managers in devising role descriptions, person specifications and competency based interviews for appropriate roles including job evaluation and market analysis; ensuring BTP's core values are the consistent utilisation of BTP policy and processes.

Ensure own activity meets agreed Project SLA's, milestones and KPI's taking appropriate corrective action where required.

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Prioritise own work load and monitor the activities of all project initiatives and individual staff issues ensuring they are completed to the agreed time.

Understand budget constraints whilst agreeing appropriate solutions including recruitment and use of 3rd parties etc.

E. DECISION MAKING:

Make decisions

To identify opportunities for project improvements and make recommendation that may result in a change to resource plans and deliverables.

Audit own performance and quality against targets and policy requirements and take ownership to implement appropriate corrective action when required.

Significant say in decisions

Review areas for change and make recommendations for new attraction strategies and methods.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Liaise with Project / Programme Team, Senior Management, Police Staff, HR Delivery, HR Business Centre, L&D and Policy & Engagement teams.

External

External suppliers, contractors and consultants. Sector bodies such as BTPA, ACPO and other forces or government agencies.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Trained or formal experience in recruitment / resourcing techniques and strategies

Trained or formal experience in change / resourcing management

Experience:

Experienced in working within HR change projects and programmes at an advisory level

Practical hands on experience providing HR & Recruitment advice in support of business focused outcomes.

Demonstrable experience of working in a fast paced changing business environment.

Experience of working on business focused projects in medium - large organisations.

Understanding of Information Technology and project implementation.

Experience of working with and negotiating with external suppliers for multiple projects.

Able to generate new ideas and ways of working to ensure effective and timely resource delivery.

Skills:

Excellent customer service skills

Able to generate new ideas and channel them into a practical solution

Good written and oral skills with the ability to communicate confidently and with authority

Good analytical skills and effective report writing

Ability to influence others and where necessary negotiate effectively with stakeholders e.g. external suppliers

Ability to develop problem solving solutions to support the delivery of the project.

Ability to facilitate workshops and meetings.

Good IT Skills including micro soft packages and HR & Recruitment Business systems.

Self motivated demonstrated through drive to meet challenging business targets and progress ones own professional development.

Knowledge:

Good practical working knowledge of Employment legislation and its practical application through up to date policy and process in relation to project / resource planning.

Desired Criteria:

Qualifications and Training:

CIPD qualified or experience
Project management / resourcing qualification

Experience:

Skills:

Knowledge:

Understanding of BTP processes and policy.

- H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:
Area Commander /FHQ
HoD:
Evaluation Panel:

Date:

Date:

Date:

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